BRT employees may run a tab at PFW, the Store Manage must initially approve all tabs.

The tab is to be no larger than $50. Any extension to this must be approved by the store manager.

It is the responsibility of a store employee to properly fill in the tab form.

The person purchasing the products **must** initial the form for every item they take.

No item on the tab sheet is to be owing for more than 2 weeks. If any item is past due, no more items may be put on the tab.

If past due amounts are not paid promptly, the total amount of the tab will be taken from the employees next pay cheque.

Employees will be cut off at the managers discretion for repeat problems.

**Employee Tabs procedure**

1. Tabs are done bi-weekly corresponding with the pay week. Which need to be done the Tuesday of pay week.
2. Print off individual tab sheets for each employee who used their tab.
3. Write out each item on the employees own individual sheet.
4. When all sheets are completed you punch the entire tab into the till. Press cash when completed.
5. Print 2 receipts, one for our till reports and one for Anne & Joe. Employees names must be written on each receipt
6. When completed give to Joe & Anne.

**Staff feeding program**

All employees of Best West Pet Foods, Pet Food Warehouse and PFW Country Store are encouraged to take advantage of the Home Product Staff feeding program offered on our Dietrich and Profile lines. Feeding a home product to your own pet is ultimately an easier sell to your customers when you are also feeling a home product to your own pet(s).

**Full time staff:** Receive 1 bag of Profile or Dietrich (up to 15kg) per month.

**Part time staff:** Receive 1 bag of Profile or Dietrich (up to 7.5kg) per month.

Employees ae offered this program after 3 months of employment.

Only for the feeding of staff member’s animals, and **not** for other relatives or friends.

Staff Feeding Program is to be completed by the manager monthly, signed and the UPC from the product to be attached to the form.

Continued on page 2

Signed:

Name (print) Title Signature Date

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